

Memo from Pat Oliver to Line/Staff Offices regarding increased transaction fees effective March 1, 2004.

For the HCHB, Silver Spring, MD (NOAA), and Gaithersburg, MD (NIST) on-site locations, the transaction fee for domestic travel increased from \$29 to \$30, and for international travel from \$34 to \$35.

For off-site and field locations, the transaction fee for domestic travel increased from \$27 to \$28, and for international travel from \$31 to \$32.

For those offices that use the visa and passport services at SATO's HCHB site, the processing fee has increased from \$4 to \$5 for each passport or visa processed.